

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Annual Planning Conference, 13-15 October 1982

FROM:

P&PS/OL

EXTENSION

NO.

DATE 14 Sept 82

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/L

2. D/L

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Attached for your review
is a listing of office

Annual OL Planning
Conference with the
associated cost. As you
will note, there is a
substantial difference

I have your decision on
transportation so that
our final plans can be
provided to OT&E on or
about 20 September.

Also attached is a list of
suggested agenda topics.
I will finalize the agenda
after your review and/or
comments on the topics.
This can be done two to
three weeks before the
conference.